



TOWN OF HUDSON

Board of Selectmen



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6024 • Fax: 603-598-6481

HUDSON, NH BOARD OF SELECTMEN

March 24, 2020

7:00 p.m.

BOS Meeting Room at Town Hall

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ATTENDANCE**
4. **RECOGNITIONS, NOMINATIONS, APPOINTMENTS AND RESIGNATIONS**
 - A. Nomination
 - 1) **Zoning Board of Adjustment** - (5 alternate vacancies; 4 which expire 12/31/21, 1 which expires 12/31/25)

Leo Fauvel (Mr. Fauvel will attend a future Board meeting)
5. **CONSENT ITEMS**
 - A. **Assessing Items**
 - 1) **All Veterans Tax Credits**: Map 161, Lot 009, 126 Barretts Hill Rd.
 - 2) **Disabled Exemption**: Map 183, Lot 050- 5 Chatham St.
 - 3) **Veterans Tax Credits**: Map 173, Lot 045, 34 Baker St.; Map 242, Lot 008, 2 Nathaniel Dr.; Map 173, Lot 038, 37 Baker St.
 - 4) **Solar Exemption**: Map 160, Lot 071, 139 Barretts Hill Rd.
 - B. **Water/Sewer Items** - None

C. Licenses, Permits and Policies

- 1) Raffle Permit - Hudson Fish and Game Club

D. Donations - none

E. Acceptance of Minutes

- 1) Minutes of the March 9, 2020 Meeting

F. Calendar

4/7	7:00	Board of Selectmen Workshop	BOS Meeting Room
4/14	7:00	Board of Selectmen Meeting	BOS Meeting Room

****All other meetings canceled at this time****

6. OLD BUSINESS

A. Votes taken after Nonpublic Session on March 9, 2020

Selectman Roy made a motion, seconded by Selectman McGrath to seal the non-public minutes until resolution of a personnel matter. Carried 4-0.

Motion to adjourn at 8:41 p.m. by Selectman Roy seconded by Selectman Martin, carried 4-0.

7. NEW BUSINESS

A. Covid-19 Department Head Update

A-1 BOS Policy - Emergency Voting during Covid-19 (added 3/20)

A-2 Town Credit Cards (added 3/24)

A-3 Revision of Limits to Authority (added 3/24)

A-4 Emergency Assistance Intake Form (added 3/24)

B. Town Wide Paving Contract

C. Recommendation - Financial Audit Services

D. Credit Card Usage Policy and Credit Card Procedure

E. Proposal for Legal Services 2020-2021

F. Liberty Field Update

G. Spring Cleaning of Central Street Cemetery

H. Discussion - Vetting Volunteers Prior to Appointments

I. Nomination and Appointment - Board of Selectmen Chairman and Vice-Chairman

8. REMARKS BY SCHOOL BOARD
9. REMARKS BY TOWN ADMINISTRATOR
10. OTHER BUSINESS/REMARKS BY THE SELECTMEN
11. NONPUBLIC SESSION

THE SELECTMEN MAY ALSO GO INTO NON-PUBLIC SESSION FOR ANY OTHER SUBJECT MATTER PERMITTED PURSUANT TO RSA 91-A:3 (II).

12. ADJOURNMENT

In line with CDC guidance, NHMA recommends that municipalities take reasonable steps to notify the public of the risk of Covid-19, including posting notices asking people who exhibit symptoms of the disease not to attend meetings, and provide alternate means of attendance through live webcast. Cable Channel 22 or live streaming through HCTV at <http://www.hudsonctv.com/CablecastPublicSite/>

Reminder ... Items for the next agenda, with complete backup, must be in the Selectmen's Office no later than 12:00 noon on April 9, 2020.

TOWN OF HUDSON
Nominations & Appointments/Talent Bank Application Form
(Hudson, NH Residents Only)

Agoda
3-24-20
5.A.1

Date: 3/10/20

LEO FAUVEL 13 PONDEROSA DR
Name Street Address

(603) 882 5325
Home Phone Number Work Phone Number

RETIRED
Occupation (or former occupation, if retired)

RECEIVED
MAR 10 2020
TOWN OF HUDSON
SELECTMEN'S OFFICE

Education/Special Interests

13 YEARS PRIOR EXPERIENCE ON ZONING BOARD
Professional/Community Activities

VACANCY
Reason(s) for applying

CHARLIE BRACKET
Reference(s)

Please check area in which you are interested in serving, and return this form to
The Selectmen's Office, 12 School Street, Hudson, NH 03051

- | Member | Alternate | Reappointment |
|--|-----------|--|
| <input type="checkbox"/> Benson Park Committee | | <input type="checkbox"/> Building Board of Appeals |
| <input type="checkbox"/> Cable Utility Committee | | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Municipal Utility Committee | | <input type="checkbox"/> Nashua Regional Planning Commission |
| <input type="checkbox"/> Planning Board | | <input type="checkbox"/> Recreation Committee |
| <input type="checkbox"/> Sustainability Committee | | <input type="checkbox"/> Citizens Traffic Advisory Committee |
| <input checked="" type="checkbox"/> Zoning Board of Adjustment | | |

Area(s) of Expertise:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Architecture/Construction | <input type="checkbox"/> Environmental Planning |
| <input checked="" type="checkbox"/> Information Technology | <input type="checkbox"/> Communications |
| <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Other _____ |

Information contained on this form is available to the public and will be given to the press. The Town of Hudson exercises affirmative action in its employment/appointment practices. Applicants must be Hudson, NH residents. For additional information, call 886-6024. Appointees are required to complete a Financial Interest Disclosure Form (FIDF) in accordance with the Town Code.

Circle One

Yes No Hudson Resident

Leo Fauvel
Signature of Applicant

e-mail address



TOWN OF HUDSON

Office of the Assessor

Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

www.hudsonnh.gov



12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

6A1

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: March 24, 2020

FROM: Jim Michaud, Chief Assessor

RE: All Veterans Tax Credit:

126 Barretts Hill Rd. – map 161/ lot 009

I recommend the Board of Selectmen sign the PA-29 form granting an All Veterans Tax Credit to the property owner listed below. The resident has provided a copy of their DD-214 verifying that they qualify for the credit.

Lyman Lewis - 126 Barretts Hill Rd. – map 161/ lot 009

MOTION: Motion to grant an All Veterans Tax Credit to the property owner referenced in the above request.



TOWN OF HUDSON

Office of the Assessor

Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

www.hudsonnh.gov



6A-2

12 School Street · Hudson, New Hampshire 03051 · Tel: 603-886-6009 · Fax: 603-594-1160

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: March 24, 2020

FROM: Jim Michaud, Chief Assessor

RE: Disabled Veteran Tax Credit:

5 Chatham St. – map 183/ lot 050

I recommend the Board of Selectmen sign the PA-29 form granting a Disabled Veteran Tax Credit to the property owner listed below. The resident has provided documentation verifying that they do qualify for this credit.

Timothy Demers - 5 Chatham St. – map 183/ lot 050

MOTION: Motion to grant a Disabled Veteran Tax Credit to the property owner referenced in the above request.



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6A-3

TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: March 24, 2020

FROM: Jim Michaud, Chief Assessor

RE: Veteran Tax Credits:

34 Baker St. – map 173/ lot 045
2 Nathaniel Dr. – map 242/ lot 008
37 Baker St. – map 173/ lot 038

I recommend the Board of Selectmen sign the PA-29 forms granting Veteran Tax Credits to the property owners listed below. These residents have provided a copy of their DD-214 verifying that they are qualified for the credit.

Harry McDaniel - 34 Baker St. – map 173/ lot 045
Ryan Pitts - 2 Nathaniel Dr. – map 242/ lot 008
Christopher Scanlon - 37 Baker St. – map 173/ lot 038

MOTION: Motion to grant Veteran Tax Credits to the property owners referenced in the above request.



TOWN OF HUDSON

Office of the Assessor

Jim Michaud
Chief Assessor, CAE
email: jmichaud@hudsonnh.gov

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6A-4

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TO: Board of Selectmen
Steve Malizia, Town Administrator

DATE: March 24, 2020

FROM: Jim Michaud, Chief Assessor

RE: Solar Exemption:

139 Barretts Hill Rd – map 160/ lot 071

I recommend the Board of Selectmen sign the PA-29 form granting a Solar Exemption to the property owners listed below. The Assessing Department has verified that the property owners have installed solar panels.

Timothy Wyatt and Ilene Manheimer
139 Barretts Hill Rd – map 160/ lot 071

MOTION: Motion to grant a Solar Exemption to the property owners referenced in the above request.



Agenda
3-24-20
6-C-1

RECEIVED
MAR 16 2020
TOWN OF HUDSON
SELECTMENS OFFICE

RAFFLE PERMIT

Hudson, New Hampshire

Name of Organization: Hudson Fish and Game Club
Address: 53 Pine Rd Hudson, NH
Raffle Benefit of: the club Fundraiser
Date & Time of Raffle: August 15 3:00pm
Raffle to be held at: Hudson Fish and Game club
Prizes: 1911 S&W handgun, Mossberg shot gun, Bass Pro gift card
Date of Ticket Sales: April 1st, 2020

(must be after date of Board of Selectmen approval)

Applicant's Signature/Address/Phone Number

Joseph Venskus Jr
Applicant's Signature
Joseph Venskus Jr
Applicant's Printed Name
7a Rangers Dr
Address
603-886-3635
Phone Number

Approved on: by

HUDSON BOARD OF SELECTMEN

- Chairman _____
- Selectman _____
- Selectman _____
- Selectman _____
- Selectman _____

(Fax completed form to 603-598-6481 or e-mail to lweissgarber@hudsonnh.gov, with Raffle Permit in subject line.)

HUDSON, NH BOARD OF SELECTMEN

Minutes of the March 9, 2020 Meeting

1. CALL TO ORDER - by Chairman Morin the meeting of March 9, 2020 at 7:01 p.m. in the Selectmen's Meeting Room at Town Hall.

2. PLEDGE OF ALLEGIANCE - led by DPW Director, Jess Forrence

3. ATTENDANCE

Board of Selectmen: David Morin, Marilyn McGrath, Kara Roy, Normand Martin

Staff/Others: Steve Malizia, Town Administrator; Elvis Dhima, Town Engineer; Jess Forrence, DPW Director; Police Chief Bill Avery; Fire Chief Rob Buxton

Absent: Selectman Coutu, Executive Assistant - Jill Laffin

4. PUBLIC INPUT

Chairman Morin asked does anyone in the audience wish to address the Board on any issue which the Board has control of at this time. Seeing none.

5. RECOGNITIONS, NOMINATIONS & APPOINTMENTS - NONE

6. CONSENT ITEMS

Chairman Morin asked does any Board member wish to remove any item for separate consideration.

Motion by Selectman Martin, seconded by Selectman McGrath, to approve consent items A, B, C, D, E and F as noted or appropriate, carried 4-0.

A. Assessing Items

1) All Veterans Tax Credits: map 151, lot 027, sub 001 - 13A Rangers Drive

2) Disabled Exemption: map 178, lot 13, sub 069 - 32 Mobile Drive

B. Water/Sewer Items - None at this time

C. Licenses & Permits & Policies

1) Tag Day Permit - Humane Society for Greater Nashua

2) Tag Day Permit - Teen Challenge New Hampshire

3) Outdoor Gathering Permit - Car Show/Motorcycle Swap - Hudson Speedway

4) License to Purchase Scrap Metals - Granite State Salvage

D. Donations - None

E. Acceptance of Minutes

1) Minutes of the February 25, 2020 Meeting

2) Minutes of the March 3, 2020 Workshop Meeting

F. Calendar

- 3/10 7:00 a.m. - 8:00 p.m. Town Election Day - Community Center
- 3/11 7:00 Planning Board - Buxton Meeting Room
- 3/12 7:00 Zoning Board of Appeals - Buxton Meeting Room
- 3/17 7:00 Municipal Utility Committee - BOS Meeting Room
- 3/18 6:00 Library Trustees - Hills Memorial Library
- 3/19 7:00 Benson Park Committee - HCTV
- 3/23 7:00 Sustainability Committee - Buxton Meeting Room
- 3/24 7:00 Board of Selectmen - BOS Meeting Room

7. OLD BUSINESS

A. Votes taken after Nonpublic Session on February 25, 2020

Selectman Coutu made a motion, seconded by Selectman Martin, to hire Emma Durand and Charlotte Cooper both as Camera Operators for HCTV as recommended by the Director of Community Media. Carried 5-0.

Selectman Coutu made a motion, seconded by Selectman Roy to promote Daniel Clarke Jr. to the position of Traffic Technician at Grade XIV (14), Step 6, \$29.91 per hour in accordance with the Hudson Public Works Local 1801 contract. Carried 5-0.

Selectman Martin made a motion to adjourn at 10:21p.m., seconded by Selectman Roy. Carried 5-0.

B. Reconsideration of Zoning Board of Appeals Appointment

Selectman McGrath made a motion to reconsider the appointment of this applicant, seconded by Selectman Roy. Carried 4-0.

8. NEW BUSINESS

A. Request for Approval of Funds from Corridor Accounts

Chairman Morin recognized Town Engineer, Elvis Dhima. Mr. Dhima started off explaining to the Board I am in front of you tonight to ask for a Corridor expenditure related to the last traffic intersection in Town, Lowell and Birch. You approved this item a while ago. Due to limited funding we waited for this a little bit. The funding is available right now. This is 100% paid for by Corridor fees collected by the Planning Board. The Planning Board did approve this and I'm in front of you tonight to ask for final approval to move forward with this last intersection. I'll take any questions you may have.

Selectman Martin made a motion seconded by Selectman Roy to wave the bid process and sole source this work to Electric Light, Inc. for the following reasons:

1. They have been and currently are our traffic light consultant and contractor. 2. They are currently the only company that provides expertise and equipment in such system platforms. 3. They currently provided support services for such systems.

Carried 4-0.

Selectman Martin made a motion seconded by Selectman McGrath to approve and proceed with the intersection upgrade project using Corridor Account # 2050-000-915, not to exceed \$9,778.51. Carried 4-0.

Selectman Martin made a motion seconded by Selectman Roy to approve and proceed with the intersection upgrade project using Corridor Account #2070-000-090, not to exceed the amount of \$1,281.98. Carried 4-0.

Selectman Martin made a motion seconded by Selectman Roy to approve and proceed with the intersection upgrade project using Corridor Account # 2070-000-701. Not to exceed \$11,166.29. Carried 4-0.

Selectman Martin made a motion seconded by Selectman Roy to approve and proceed with the intersection upgrade project using Corridor Account # 2070-000-702. Not to exceed the amount of \$17,990.72. Carried 4-0.

B. DPW Employee Resignation

Chairman Morin recognized DPW Director, Jess Forrence. Mr. Forrence explained to the Board, last Monday I had a gentleman come in stated that he wanted to give his two weeks' notice, he's going to go to another town. Good guy. I'm going to miss him. He gave me it in writing yesterday, so I'm here to have you people accept his resignation. Chairman Morin asked if he gave a reason. To which Mr. Forrence replied, he's going for a better position, a little bit more money. I told him to sit tight, we'll see what tomorrow brings. The vote tomorrow could help out a little bit, but he was pretty adamant about it. So, there was not much I could do.

Selectman Roy made a motion seconded by Selectman McGrath to accept the resignation of Brad Hatfield. Carried 4-0.

C. DPW Request to Advertise Truck Driver/Laborer Position

Chairman Morin again recognized Mr. Forrence. Mr. Forrence said, with that (motion to accept resignation of Mr. Hatfield) I come before the Board to get permission to advertise to fill the Truck Driver/Laborer position which he will be leaving.

Selectman Roy made a motion seconded by Selectman McGrath to allowing Mr. Forrence to advertise for the Truck Driver/Labor position which will be vacant with Mr. Hatfield leaving. Carried 4-0.

D. EMS in the Warm Zone Equipment Grant Application

Chairman Morin recognized Fire Chief Rob Buxton. Chief Buxton explained to the Board tonight we have two grants in front of you. The first is the EMS In the Warm Zone grant. This is a continuation of a grant funding program the State had last year. They had excess money so they put out for a second distribution of funds for \$6,000 on a first come, first served basis. So we put out application in and came in to ask for ability to apply and accept all in the same evening but it was a competitive process and we needed to get on the stick or lose the funding. What will the grant do for us? It will provide us the opportunity to provide protection for all of our on duty staff currently right now we only have 50% of the staff with ballistic gear for coverage for this process. Again, this isn't to perform any law enforcement function, this is strictly EMS functions so we're in the warm zone piece.

Selectman McGrath asked, does that include helmets that are bullet proof? To which Chief Buxton replied yes and chest and back protection along with some traumatic EMS equipment. Selectman McGrath went on to say, I told you before I saw a report somewhere in the country that they're taking shots at firemen, so thank you.

Selectman Martin made a motion seconded by Selectman McGrath to authorize the Fire Chief to apply for the EMS in the Warm Zone Equipment Grant Program and accept the award of up to \$6,000 for the purchase of equipment used in response to active shooter events. Carried 4-0.

E. Assistance to Firefighters Grant Application

Chairman Morin again recognized Chief Buxton who explained, the second application before this evening is the competitive Assistance to Firefighters grant. If you remember last year we put in for respiratory protection along with the compressor for the breathing apparatus. The compressor was cut from the award by the Federal Government encouraging us to come back, so we're moving forward with the piece of the operation again. We'll be replacing a 13 year old compressor that was utilized as a bridge, a 26 year old compressor failed last year and we needed to do something in the immediate space, so we're looking at a full upgrade this year for \$82,470. So our match would come out of the operating budget next year so we're requesting permission to apply.

Selectman McGrath made a motion seconded by Selectman Martin to authorize the Fire Chief to apply for the Assistance to Firefighters Grant for the purpose of obtaining funding for the replacement of our SCBA air compressor and fill station. Carried 4-0.

Prior to Chief Buxton setting away from the microphone Chairman Morin asked that he take a second to talk about the Corona Virus. Chief Buxton said the Chairman asked me to put a couple of words together this evening for a little bit of an update. We had our second conference call today with the State of New Hampshire, Homeland Security and Emergency Management Group, globally the number of active cases has grown to 113,584 with approximately 3,900 deaths. In the United States we have 607 active cases with 22 deaths. Where is the State moving forward? The State has announced that they will open a joint information center tomorrow out of Homeland Security, they're going to bring all the public health, emergency management, schools, health facilities, all under one umbrella, and have one facility, one contact point so the messaging kind of gets streamlined here. It's a very dynamic situation, changes every day. Internally we have changed, you'll notice on the Town website now there's a Corona Virus update that if you hit the click will bring you to the website on the backside, so the public can gain access to it. Last Monday, the State of New Hampshire first started testing. To date they've tested 47. We have 4 active cases in the State. So we continue to move forward. I shared a little guidance piece with the Administrator this morning for polling tomorrow for folks coming out to the polls, hand washing and hand sanitization is the big deal. But please come out and express your vote, go from there and you should be safe.

Chairman Morn asked, are our responders at some point going to look any different to our residents? Chief Buxton replied we actually have a leadership team meeting tomorrow. Upon the first hit in Hillsboro County, we're staging our response internally from EMS wise. Protocol at State 911 has

changed so as they're questioning folks who call in on the phone, if you're having respiratory distress issue, they're going to have some additional questions to ask you. Whether you've an exposure, you've done some traveling outside the country, and what those are. There are five countries right now that they're basically targeting and asking you not to travel to, so Iran, Japan, South Korea, Italy and China. So they're the five hot spots. One of the things I will tell you, yes, first responders will look differently. That exposure could be face masks, eye protection, gowns, that type of stuff for protection of themselves. If you pay attention on the CDC site, China has actually stabilized their increases. They're still at 80,000 but when you look at the way they were exploding somewhere around Valentine's Day, they were getting 15,000 new cases a day. So they have stabilized. Selectman Martin asked me before the meeting, regarding how long before we see the peak in this area. Public Health is basically telling us that our practices in the United States are so good in regards to mitigation, meaning we're already practicing because it's flu season, wiping down public spaces, masks and those types of things, we're probably not going to see a humongous spike. What you're going to see is little blips over time. Which will make that go on actually longer. The United States is in for probably more of a marathon, than it is a quick spike and then going away. They're unsure what the impact will be to the heat now they're actually backing off of that. They had said it gets to summer season and we'd see a decline, they're unsure if that's going to be the case. Still a lot of fluid things out there that we're tracking. Trying to work with our public health officials and stakeholders to get that information out.

The Chairman asked if there were any questions for the Chief. To which Selectman McGrath stated, not a questions, just a comment, before I left the house I had the news on. Italy has closed its borders. So they're not letting anybody in or out. Chief Buxton closed by saying, if you have any questions, please reach out and we'll get you the information if we don't have it.

F. NH VFW Post 5791 Loyalty Day Nomination

The Town Administrator started off by saying this is an annual award, this is for an employee of the Town. The Police and Fire have separate nominees. So this is a Town employee. This year we'd like to nominate Chrissy Peterson. For those of you who know Chrissy she works at the Rec Department. She puts in a lot of extra time doing things like Father/Daughter and some of the other programs that they run. She puts a lot of effort and energy into that and making the Rec very attractive to folks. So we'd like to nominate Chrissy Peterson for this year's Loyalty Day Award.

Selectman Roy made a motion seconded by Selectman McGrath to nominate Chrissy Peterson, Office Administrator at the Recreation Department, for the 2020 Hudson VFW Post 5791 Loyalty Day Award. Carried 4-0.

G. Policy - Appointments and Reappointments to Town Boards and Committees

Town Administrator, Mr. Malizia explained that at the last meeting you asked that propagate a policy for your review. I've done so. This policy I ran by the Attorney to make sure that it passed muster. It's brief but gets to where you want to get. So this one I did run by Attorney Lefevre he thinks its brief but right on point. The Chairman asked if anyone had questions. Seeing none, Selectman McGrath made a motion seconded by Selectman Roy to approve the Appointments and Reappointments to Town Board and Committees policy as prepared by the Town Administrator. Carried 4-0.

H. Policy - Town Administrator's Absence

Town Administrator, Mr. Malizia stated, that the Board asked me to prepare a policy. This one is very simple, I didn't run it by the Attorney because I didn't think I needed to. It's quite simply put. What happens if I'm absent? I'll make some sort of appointment and let everybody know, that's basically what it says. Chairman Morin asked, is that what we want to do? Selectman Roy responded saying, it does the trick. If it's an emergency we appoint, but normal circumstance he would pick whoever. Selectman Roy made a motion seconded by Selectman McGrath to approve the Town Administrator's Absence policy as prepared by the Town Administrator. Carried 4-0.

I. Revenues and Expenditures

The Town Administrator explained that we are 2/3 of the way through the year, 67%. No major hiccups in any of the expenditure lines. Autos continue to be strong. Auto registrations are at 72.6%. They're running ahead that's really good news for us. Interest is a little bit down, not a big number, but the auto registrations will more than cover that. When I take the ambulance, we're always a month behind, we're right on with that too. So, revenues look strong, continue to look well and hopefully we're passed the winter season. If we are then good for us.

9. REMARKS FROM THE SCHOOL BOARD - no School Board member present

10. REMARKS BY THE TOWN ADMINISTRATOR

Mr. Malizia started his remarks by saying, I'd like to pass something out to everyone, if I may. Lorrie in my office has worked very hard to produce a monthly newsletter to get information to the residents of Hudson. This is a sample of what it looks like. We're going to put this online, probably tomorrow morning, after you take a look at it. It's intended to be informative, to give people just a snapshot of what's going on, what the various things are in Town. We're going to do this once a month probably at the beginning of every month so the data is somewhat fresh. It's just another resource to try to get information to people. This will be online, we'll make black and white copies for the Senior Center. We'll put some at the Community Center, we'll have them at Town Hall. It's just a way to try to get info out to people in an easily digestible form. Selectman Roy said, good job! This looks nice! Mr. Malizia went on to say that Lorrie has a background in publishing and newspapers. She seemed to be the perfect person to do this. Chairman Morin added, she's been doing a lot of work on this, keeping me updated on this when I came in. I would like to send our appreciation to Lorrie from the Board for all her hard work on this.

Mr. Malizia finished his comments saying good luck to all the candidates running tomorrow.

11. OTHER BUSINESS/REMARKS BY SELECTMEN

Selectman Martin - Get out and vote tomorrow. That's all I have.

Selectman Roy - I hope I see everyone out there tomorrow. Get out and vote

Selectman McGrath - So, I'm not going to be as brief. I've prepared some things for tonight's meeting. I know there are members from the Police Department anxious to get up here but, but you'll just bear with me for a few minutes.

I want to comment on the current slate of candidates for the Board of Selectmen and the School Board as well as some of the Warrant Articles. I watched with some amazement and dismay at the Candidates Night. I wasn't able to attend, but I did watch it. I actually watched it about three times to make sure that I really got an understanding of where people stood. So I'm going to go by candidates.

Ms. Chiquelin. It's apparent to me, based on her comments at Candidates Night, that she doesn't own property. She lives in a condo that's owned by her parents. She stated that at the meeting. And therefore, I think she may find it difficult to understand the budgetary decisions and the impacts that those would have on the actual tax payers of this Town. This is a big part of our job here. She also advocates for lower income housing developments throughout Town. Additionally she provided false information to the voters by stating that the Board of Selectmen almost sued the School Board last year. That's simply not true.

Mr. Simmoneau on the other hand, is a local developer. He was denied two approvals for sewer acceptance due to failure to comply with Town standards and requirements. He actually sought to have the Town Engineer's decision overturned and he failed at that measure.

Selectman Morin on the other hand, has provided what I consider to be strong and sound leadership since his election. His ethical conduct by not participating with the Fire Department or Police Department negotiations, and he's demonstrated a genuine concern for the residents and then impact of his votes. He has sought donations of food and Christmas gifts for those in need, serviced by St. John's Food Pantry by creating and leading a successful telethon on HCTV over the last two years. Furthermore, one of the School Board candidates took a cheap shot at Selectman Morin. He referred to the employment of Selectman Morin's daughter with the Police Department. So I took a look at that. Selectman Morin's daughter was hired by the Hudson Police Department in 2015. Selectman Morin at that time and subsequently, was an employee at the Fire Department in Hudson. He retired in 2016. Sought election to the Board of Selectmen in 2017 and was successful. Furthermore, an ethics complaint was filed by a citizen of the Town against Selectman Morin, concerning his daughter's employment with the Police Department. The ethics committee reviewed that complaint and found that Selectman Morin had not done anything that violated ethical rules of conduct. I am pleased to support Selectman Morin for reelection. He has done more for this Board in the few years he has been here than I've witnessed in past years. So I support his reelection to this Board.

For the School Board candidates, I wanted to focus on Mr. Beals, the junior. He graduated from college about two years ago. He currently works as quote "the project manager for the Alvrine CTE expansion project" although not having experience working on a project of that magnitude. Also, he too, does not own property in Town and therefore does not pay property taxes. So making decisions about the impacts of budgets on property taxes, I think is probably beyond his understanding.

A request was hand delivered last week to request that the School Board investigate whether his employment presents a conflict of interest with the code of ethics adopted for School Employees or School Board members. I'll read you what was sent to the School Board so that it's part of the record and so people that are watching can understand. This was written by me and reviewed by Town Attorney and then voted on by this Board to send.

Review of the School District Code of Ethics which states that "School District employees shall, actively avoid the appearance of or the fact of, conflicts of interest, discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties. Not directly nor indirectly seek nor accept personal gain, which would influence or appear to influence the conduct of their official duties. Not use public property or resources for personal gain".

That's policy GBE-Staff Ethics paragraph F out of the Code of Ethics for the School District.

"It appears that there is a potential conflict of interest with Hayner-Swanson's involvement in the project and that's the company that Master Beals is employed by. Or at least there's potentially a

reasonable inference given the close family relationship between the principal, Steven Beals and the Project Manager, Ethan Beals, an employee of Hayner-Swanson incorporated. The Board of Selectmen recognizes that we have no jurisdiction or oversight relative to the School District, however as members of the Board of Selectmen and our capacity as the governing body and more importantly on behalf of and as citizens and taxpayers of the Town of Hudson, we do hereby request that a public inquiry by the School Board be undertaken and your findings be provided to us and the public in a timely manner.”

So, to go further, I've also sought legal advice from the Town Attorney concerning whether a conflict of interest for the candidacy of Ethan Beals, the following has been advised by the Town Attorney. “The common law of New Hampshire identifies a conflict of interest where a potential exists for a public officer to influence the outcome of a matter in which he has a direct personal and pecuniary interest. Such conflict normally arises in a context where an official is acting in a judicial and legislative capacity. However the general principal underlying this law applies to all public servants and hinges on the idea borrowed by the Common Law of Trusts that those in public employment have an obligation to act solely in the interest (this is Latin so I can't pronounce it) but it means the public. As a general rule public officials should not have a personal interest in the business transactions in which they are engaged for government nor should they exploit their influence or acquaintances with persons who conduct transactions so that businesses in which they have a personal interest, are profited. In New Hampshire the requisite personal interest has been defined as a pecuniary interest which is immediate, definite and capable of demonstration. Not remote, uncertain, contingent or speculative. That is such that men of ordinary capacity and intelligence would not be influenced by it. Whether or not a conflict of interest exists is ordinarily a question of fact and depends on the circumstances of a particular case. He cites Marsh vs. Hanover 113NH667, 672-73 1973 citation and quotation omitted. Based on the foregoing there may be circumstances in which Ethan Beals would have to disclose the actual or apparent conflict recuse himself and refrain from participating in various matters. Given the factual nature of the inquiry, it would be necessary to evaluate each instance on a case by case basis. The School District does have a conflict of interest policy which would be applicable.

So the next candidate that I'm going to talk about for the School Board is Peggy Huard. She was the only School Board candidate at Candidate's Night who talked about the importance of education and that it should be a priority for the School Board. She questioned whether the full day kindergarten petitioned warrant article that was defeated by the voters last year, and that has been added to this year's school budget was the proper way to present that to the voters. She suggested it should have been presented as a warrant article so that the voters would know exactly what they were voting on. Two of the other candidates, Ms. Whiting and Ms. Langlois dismissed that criticism by stating the petitioned warrant article last year was confusing to the voters and by placing it in the budget the voters would need to watch School Board and Budget hearings to know exactly what was in the budget and what they're voting on. Pretty sad.

So now onto the warrant articles. I'm sorry, I'm trying to be as quick as I can.

Warrant Article #1 Alvrine High School Renovation. I talked with our Finance Director and got the impact to the tax rate and what it's going to cost the voters. So, Warrant Article 1 for the School Board is the Alvrine High School Renovation. The bond amount of \$17.5 million dollars carried over 30 years at 4.25% estimated interest. The first year estimated tax rate is .14 cents. The average assessment of a home in Hudson is \$300,000. So that would cause a \$42 tax impact in year one. Second year estimated tax rate is .42 cents per thousand times the \$300,000. That would equate to \$126. An increase of \$84 for each subsequent year. So it would be \$126 for the next 29 years of the 30 year bond. For those that would compare the Hills Garrison bond which is supposed to expire next year, the amount for fiscal year 20 that they're paying now is \$78. For Fiscal year 21 it's \$72. But that would be taken over by the \$17.5 million bond. So the tax impact to the voters isn't going to be lessened it's going to be increased. I believe that this is a wanted expansion/renovation, so I'm not going to be voting in favor of this warrant article.

This renovation will not improve the education standing of Alvrine. I did a little bit of research and I came up with the following. In 2001 Alvrine Principal Brian Lang was awarded the Secondary School of Excellence New Hampshire Excellence in Education. Wilbur Palmer of Alvrine was awarded the

Administrator of Vocational Education, Joan Mountford was awarded the Distinguished Career Achievement Award in English and Dorothy Pelletier of HO Smith was awarded School Nurse of the Year. In 2002 Mark Romano, Hudson Memorial Middle School, was awarded Technology Education Teacher of the Year. In 2004 Alvrine Principal Brian Lang was awarded the Secondary School Principal of the Year. 2010 Girard Bastien of Alvrine was awarded the Distinguished Music Educator of the Year. 2011 Alvrine Principal Brain Lang was awarded the Secondary School Excellence in Education award. And Alvrine Bill Huggin was awarded the Guidance Counselor of the Year. Despite these awards over this course of time, Alvrine is now ranked as 47th out of 74 high schools in the State of New Hampshire. It's a sad commentary for a school that has been awarded the Secondary School of Excellence in 2001 and 2011. What happened?

So, Warrant Article #2 the Operating Budget for the School. Estimated tax rate impact of .45 cents calculating the \$300,000 assessment for a home would be \$135 tax impact. If the focus of the Schools leadership was on improving the education for all students and if the voters were again given an opportunity to vote on full day kindergarten by warrant article, I would support this article. Sad to say, I cannot.

Warrant Article #5 Fund Balance Retention. I consider this warrant article to be nothing more than a slush fund and should be defeated. The School last year transferred over \$200,000 from their budget to purchase furniture and other items that were not budgeted. Just think of what they'd spend if given an additional 2.5% of the current year's fiscal net assessment. Which is how the warrant article reads.

Now I'm onto the Town. I'm happy to get there. The Police Department.

Warrant Article #5 the Police Facility Expansion and Renovation. The bond amount is \$4.9 million dollars over 20 years at 3.75% estimated interest. The first year estimated tax rate impact would be three cents. Again, multiplied by \$300,000 would be a \$9.00 tax impact to the citizen's. The second year estimated tax rate is .13 cents. Again, calculated at \$300,000 would be a \$30.00 increase and it would be a total of \$39.00 for the next 19 years. I think that this particular expansion and this warrant article is a needed item. Not versus a want. So I therefore support this wholeheartedly. The Police Department needs an expansion. They're in close quarters and I believe that the voters would be in favor of that as well and I urge them to be.

Warrant Article #9 the Hudson Police Employees Association contract. The tax rate impact is .12 cents. Again, calculated at \$300,000 assessment would be a \$36.00 tax impact. The Hudson Police Department, since 1996, has been nationally accredited with distinction. This award is indicative of excellence in every aspect of their duties.

Public Works Department. Warrant Article #10 Hudson Public Works Local 1801 Union Contract. The tax rate impact is three cents. Again, calculated at the \$300,000 is a \$9.00 tax impact.

Warrant Article #11 Hire Two Truck Driver/Laborers. Tax rate impact of four cents calculated at \$12.00

Fire Department, Warrant Article #12 Hire Four Firefighters/AEMT the tax rate impact is three cents, again, calculated at \$9.00.

Warrant Article # 25 the Rangers Drive project that people are promoting and encouraging people to make it part of the Town Forrest. Selectman Coutu has done a public service announcement for lack of probably, the correct term, encouraging people to vote no on this article. Our Town Attorney was at the Deliberative Session and urged people to vote no because there's a question about whether or not in the deed for that proper, the owner of the property that donated it to the Town designated that it be used for the Circumvential Highway. So if this passes, our Town Attorney will have to go to court and get a ruling as to whether or not it was an appropriate vote and whether or not it actually happen. I think that that's probably a sad commentary and in addition, when that was presented at the

Deliberative Session, two of the proponents, I've learned, based on where their property is located, would profit by an increased property value if this were to pass. So that's the incentive going forward.

Warrant Article #26 Increase of Conservation Members. The Conservation Commission is a Board that, they give advice. They don't make decisions, they have no real authority to take any actions. But there was a resident that sought guidance from that Board for wetland buffer impact. I saw the plans. I've since looked at them and I talked to Elvis tonight. The man wanted to build a garage adjacent to his house. A small corner of the upper part of his garage was going to be within the wetlands buffer, just by a small amount, Elvis didn't have the exact measurements. He showed me the plans and it looked like it was a foot or two. The land has already been disturbed. The Conservation Commission put it off. They set up a site walk to go and look at the property. I reviewed the minutes, I reviewed all of the records. Only two members went on that site walk. The current Chairman and current Vice-Chairman. They went back to the next meeting expecting to act on it when one of the Conservation Commission members that didn't go on the site walk, objected and wanted more information. The homeowner, after spending about \$5,000 by hiring a wetland scientist, soil specialist, threw up his hands and walked away and said that's it, I can't do this anymore. It's a shame, so, if five members can't act on a residents request for assistance and guidance to another Board, they don't need a few more members to add to that chaos.

Selectman McGrath closed by saying, I'm done, thank you very much. Sorry I took so long. To which the Chairman replied, thank you very much, I appreciate your words very much. Thank you.

Selectman Roy stated that she has two comments and I'm going to disagree with my fellow Select Person. I honestly don't see the School warrant article for the expansion as a want. Everything I've read and seen about it, they need that. And there is actually a direct correlation between facilities and student performance.

The other thing I feel compelled to comment on is, it hasn't been since the mid 1800's that property ownership has been a requirement to participate in town government, or any government at this point. I would hope that people are not using that as a criteria of who to and not to vote for. That's all I have.

Chairman Morin asked if there were any other comments. Seeing none, he went on with his remarks.

Chairman Morin - First of all, I know people go out and do this every single day, but we really don't hear about it every day, but a Mr. Josh Roberts who lives over on Old Derry Road, took the time today and cleaned up about a mile of Old Derry Road. I saw some pictures of all the trash that he picked up and I very much appreciate what he did out there today to make our roads look better.

The second thing I've got, the two chiefs are probably not going to like, but I got to talk about their performance. Two weeks ago, it happened to be in the same day I believe, Chief Avery was on his way to work and there was a call for a medical emergency. When he arrived on the scene the gentleman was in cardiac arrest. The Chief, at this point, being in a non-descript car on his way to work didn't have to go that way, but he actually did. He arrived on the scene first and did a considerable amount of CPR until additional officers and the ambulance arrived. Again, that's something we would have never know. He took the time to try to save a residents life.

Then, later on in that afternoon, our Fire Chief responded to Londonderry and when he got on the scene, the Chief there had requested that a line be taken into the burning building. Being a fire chief his usual duties are to stand outside and do command and control and that's usually how all the earlier Chiefs' work, but our Chief decided that due to the circumstances and the extent of the fire he actually jumped on the line with our firefighters which included two probationary firefighters. He worked with them and our crew did an outstanding job knocking down the fire and saving the house. So I just wanted to recognize the two Chiefs for the jobs that they did that they don't need to do. That's very much appreciated.

Next thing if you'll bear with me. I just got this this afternoon, so it's a letter. If you don't mind I'm going to read off my phone.

"Chairman Dave Morin, I just wanted to touch base with you regarding the outstanding job by Chief Bill Avery and his team did for my Captain, Ryan Phaneuf during the entire day. Ryan was under my direct command. You and the entire Town should be so proud of your entire police department. I and your country thank you and them for everything they did so darn professionally. I may take a special moment to thank Sargent Roger Lamarche. He personally assisted me and should not be only recognized but if he were also under my command I would be making him a Lieutenant. Words cannot say just how compassionate he was throughout from the start to finish. You and the whole Town should be proud of the entire PD there. I am sure there are some others that I am missing. A Captain for example, but unfortunately I did not get their names. Please accept my deepest thank you on behalf of the United States Air Force. You indeed have a wonderful town and should be very proud of your entire police department. They truly should make you proud. Best Regards, Your Continued Success with the Police Department and the People of Hudson New Hampshire, God Bless Colonel Carlson".

Chairman Morin went on to say, I received that this late this afternoon. The final services for Captain Phaneuf took place today. Two of our firefighters, two police officers and Selectman Coutu attended the services.

Last but not least, this is going to be my year up for my Chairman position. I just want to take a moment to thank the residents, all the department heads, all the employees and you, the Board. Without all the work and the team, Mr. Malizia how did I forget you? I spent more time in your office than the principal's office when I was in school. For all the work because if we didn't have all of us working as a team, the year wouldn't have gone as well and we wouldn't have accomplished as much as we did and I very much appreciate everybody's help. Thank you.

12. NONPUBLIC SESSION

Motion by Selectman Martin seconded by Selectman Roy, to go into non-public session under RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

and

RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Carried 4-0.

Chairman Morin entered Nonpublic Session at 7:48 p.m., thus ending the televised portion of the meeting. Any votes taken upon entering open session will be listed on the Board's next agenda. The public is asked to leave the room.

Chairman Morin entered open session at 8:39 p.m.

Selectman Roy made a motion, seconded by Selectman McGrath to seal the non-public minutes until resolution of a personnel matter. Carried 4-0.

13. ADJOURNMENT

Motion to adjourn at 8:41 p.m. by Selectman Roy seconded by Selectman Martin, carried 4-0.

Recorded by HCTV and transcribed by Jill Laffin, Executive Assistant.

David S. Morin, Chairman

Kara Roy, Vice-Chairman

Marilyn E. McGrath, Selectman

ABSENT

Roger E. Coutu, Selectman

Normand G. Martin, Selectman



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051

Agenda
3-24-20



8A-1

Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: March 23, 2020

Re: Board of Selectmen Emergency Voting during Covid-19 Pandemic

The Board of Selectmen directed me to prepare a policy regarding Emergency Voting during Covid-19. Attached please find the policy that has been prepared for the Board's consideration. Attorney Lefevre had an opportunity to review the policy. Should the Board of Selectmen vote to approve this policy, the following motion would be appropriate:

Motion: To approve the Board of Selectmen Emergency Voting during Covid-19 Pandemic policy.

Should you have any questions or need additional information, please feel free to contact me.

**Town of Hudson, NH
Policies and Procedures**



Section:

Subject: Board of Selectmen Emergency Voting during Covid-19 Pandemic

Policy Number:	Revision Number:
Approved By:	Revision Dates:
Origination Date: 3-24-2020	Review Frequency: As Needed

I. Purpose:

To establish a policy regarding Board of Selectmen meetings during the COVID-19 pandemic.

II. Statement of Emergency Policy:

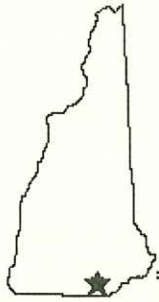
On March 13, 2020, the Governor of the State of New Hampshire issued Executive Order 2020-4, declaring a state of emergency due to the Novel Coronavirus (COVID-19). On March 16, 2020, the Governor issued a Memorandum to municipal officials, State boards and commissions, regarding compliance with the Right-to-Know law in light of concerns related to COVID-19.

The Chairman of the Board of Selectmen has determined that an emergency exists, and pursuant to RSA § 91-A:2, III (b), hereby waives the requirement that a quorum of the Board of Selectmen are required to be physically present at meetings of the Board of Selectmen during this state of emergency.

Pursuant to RSA 91-A:2, the Chairman of the Board of Selectmen has determined that in the event that immediate undelayed action is deemed to be imperative, the Selectmen may convene a meeting with less than twenty-four (24) notice. Under such circumstances, the Board of Selectmen shall employ whatever means are reasonably available to inform the public that a meeting is to be held.

Pursuant to RSA § 91-A:2, III (c), meetings may be conducted in whole or in part by electronic mail or other form of communication, in which case, every effort will be made to permit the public to hear, read, or otherwise discern meeting discussion contemporaneously at the time of the meeting. In the event that meetings are conducted via electronic mail, a log will be kept regarding all motions made and passed, the electronic mail shall be made available for

public inspection, and any such meetings and/or motions shall be discussed and disclosed at the next regular meeting of the Board of Selectmen at which a full quorum is physically present.




TOWN OF HUDSON

Finance Department



7-A2

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

To: Steve Malizia, Town Administrator
From: Kathy Carpentier, Finance Director 
Date: March 23, 2020
Subject: **Town Credit Cards**

RECEIVED

MAR 24 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

Please accept this request to be put on the Board of Selectmen's next agenda.

The Town of Hudson currently has two credit cards with Citizens Bank, one for the Town Administrator and one for the Police Chief, with a combined credit limit of \$15,000. I would like to make a recommendation that we increase the number of card holders and increase the credit limit so that we can increase our current resources and expedite emergency items. It is my recommendation that the following changes be made:

	Current Limit	Proposed Limit
Town Administrator	\$7,500	\$20,000
Police Chief	\$7,500	\$10,000
Finance Director		\$20,000
Fire Chief		\$10,000
Community Media Director		\$5,000
Public Works Director		\$5,000
Total Credit Limit	\$15,000	\$70,000

Motion:

To authorize the Treasurer to request new Town credit cards for the Finance Director, Fire Chief, Community Media Director, and the Public Works Director and to increase the credit limit for the Town from \$15,000 to \$70,000 as recommended by the Finance Director.

Additional Language (if necessary):

And to revisit the credit card policies and procedures in 6 months.

Cc: R. Buxton EO Director

2



TOWN OF HUDSON

Finance Department



7A-3


12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

RECEIVED

MAR 24 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Steve Malizia, Town Administrator

From: Kathy Carpentier, Finance Director 

Date: March 24, 2020

Subject: **Revision to Limits of Authority**

Please accept this request to be put on the Board of Selectmen's next agenda.

To expedite purchasing of goods or services during a declared State of Emergency I would like to propose that the current Limits of Authority have a section added to give authority to the Finance Director or the Town Administrator to be able to approve purchases of goods or services up to \$10,000. All purchases of goods or services over \$10,000 would need the Chairman of the Board to also approve. This would allow for the Finance Director or the Town Administrator to streamline the approval process during a State of Emergency and to expedite the procurement of goods or services requested by other Department Heads. This would also allow for quicker turn around. Keep in mind that all purchase orders will still be seen by a majority of the Board of Selectmen when approving the Accounts Payable manifest.

This change to the Limits of Authority will remain in place for any future declared States of Emergencies.

Motion:

To change the Limits of Authority matrix (revision 2020-03) by adding a State of Emergency section authorizing the Finance Director or the Town Administrator to approve purchases up to \$10,000 and require the Chairman to sign for purchases over \$10,000.

Cc: R. Buxton, EO Director

Town of Hudson, NH
Limits of Authority
As of March 25, 2020

	<u>Employee</u>	<u>IT Director</u>	<u>Department Head or Designate</u>	<u>Finance Director</u>	<u>Town Administrator</u>	<u>Board of Selectmen Chairman</u>	<u>Majority of Board of Selectmen</u>	<u>Bid Process</u>
Purchase Orders								
from \$1 - \$1,000			X					
from \$1,001 - \$10,000			X	X	X	X		
over \$10,000			X	X	X	X	X	X
IT hardware and software		X						
Utility Bills			X					
Personnel Change Notices			X	X	X	X		
Expense Reports	X		X	(1)	X	X		
State of Emergency								
from \$1 - \$10,000				X	or X			
over \$10,000				X	or X	X		

Note: expense reports and purchase orders can not be approved by the individual being paid

(1) all expenses report will be audited by the Finance Director for compliance with Town Policies and Procedures

Rev. 2020-03

Revision 3
Add State of Emergency section

Proposed March 2020



TOWN OF HUDSON

Finance Department



7A-4


12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

RECEIVED

MAR 24 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Steve Malizia, Town Administrator

From: Kathy Carpentier, Finance Director 

Date: March 24, 2020

Subject: **Emergency Assistance Intake Form**

Please accept this request to be put on the Board of Selectmen's next agenda.

To prepare for an increase of requests for financial assistance during a State of Emergency we have created an Emergency Assistance Intake Form to be used to expedite requests to award assistance before the Welfare Application has been completed, all supporting documents have been received and reviewed. This will allow for immediate short term assistance to be granted. We are also cross training another employee to help with these requests remotely.

We will continue to use the same financial assistance levels but will develop additional ways of getting financial assistance to the applicant while the application is being completed and processed. This change to the Emergency Assistance Intake will remain in place for any future declared States of Emergencies.

Motion:

To authorize the use of the Emergency Assistance Intake Form for short term financial assistance during a State of Emergency.

Cc: R. Buxton, EO Director

Town of Hudson

EMERGENCY ASSISTANCE INTAKE FORM

(To be completed at the time of each request for assistance)

Name: _____
Last First Middle Maiden

Address: _____
Street / # / Apartment Town

Have you requested assistance from the Town previously? _____ When? _____

How long have you lived at this address? _____ Phone #: _____

What type of assistance are you requesting at this time? _____

What is the name and ages of all household members? _____

List all sources and amounts of your household's earned and unearned income. This includes cash, savings and checking accounts.

Indicate any changes in your personal situation and when did this situation change:

I understand that if I knowingly give false information or withhold information related to my receipt of assistance, now or in the future, I may be prosecuted for a crime and denied future assistance.

Signature

Date

TOWN OF HUDSON

Agenda
3-24-20

Public Works



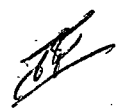
2 Constitution Drive. Hudson, New Hampshire 03051 603/886-6018 Fax 603/594-1143



RECEIVED

MAR 18 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Board of Selectmen
From: Jess Forrence Public Works Director 
Date: March 17, 2020
Re: Town Wide Paving Contract

I have received an offer from Brox Industries asking to extend our town wide paving contract with a small increase in this contract this year. The current pricing is \$67.48 per ton to supply and install hot bituminous asphalt. The contract also includes a price of \$1.35 per square yard for cold planning and \$1.36 per square yard for reclaiming. Brox is asking for 2.2% (\$15,000) increase to the pavement cost bring it to \$68.98 per ton to help cover their rising costs of labor and trucking.

After doing some research on current pricing, I strongly recommend we accept this offer looking at other bids arounds us.

Recent bids in the area that I have reviewed include the City of Nashua which will be paying \$79.00 per ton to supply and install hot bituminous asphalt, \$2.35 per square yard for cold planning and \$9.00 per square yard for reclaiming.

In comparison to Nashua, even with the proposed 2.2% increases, we will be paying \$10.02 a ton less for asphalt, \$1.00 per square yard less for cold planning, and \$7.64 a square yard less for reclaiming.

Looking at these numbers it may not seem like much of a cost savings. But using the amount of asphalt we purchased in FY2019 and the amount of square yards of cold planning and reclaiming we did, the savings is significant. If we had to pay the same prices Nashua does, the amount of work we completed in FY2019 would have cost over \$100,000.00 more.

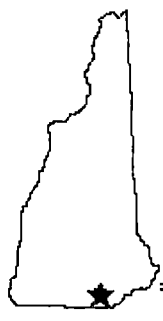
In conclusion, Brox has been a long time, loyal and trust worthy contractor for the Town of Hudson. They have always completed the work on time and in a professional manner. They do quality work and back up their work. It is my recommendation that we waive the bid process and accept their offer to extend the Town Wide Paving contact for FY21.

Cc: Kathy Carpenter, Finance Director

Liberty Utilities contribution for gas trench repairs

	A	B	C	D	E	F	G	H	I	J	
1			Liberty Utilities main replacement								
2	Street Name	Work Description	Length	Width	Depth	Reclaim/Mill	Prep Price	Tonnage	Pave Price	Total Price	
3	Highland (Derry to Pleasant)	mill/fill	620	15	1.5	1033.33	1405.33	89.90	\$6,066.45	\$7,471.79	
4	Highland (Buswell to take station)	mill/fill	3600	15	1.5	6000.00	8160.00	522.00	\$35,224.56	\$43,384.56	
5	Central (#16 to Library)	mill/fill	1675	20	1.5	3722.22	5062.22	323.83	\$21,852.27	\$26,914.50	
6	Library (central to School)	mill/fill	1300	18	1.5	2600.00	3536.00	226.20	\$15,263.98	\$18,799.98	
7	Buswell	overlay	420	14	1		0.00	37.89	\$2,557.04	\$2,557.04	
8											
	TOTAL					13355.56	18163.56	1199.83	\$80,964.30	\$99,127.86	

Agenda
3-24-20



TOWN OF HUDSON

Finance Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

To: Steve Malizia, Town Administrator
From: Kathy Carpentier, Finance Director *KC*
Date: March 6, 2020
Subject: **Recommendation – Financial Audit Services**

RECEIVED
MAR 09 2020
TOWN OF HUDSON
SELECTMEN'S OFFICE

Please accept this recommendation to be put on the Board of Selectmen's next agenda.

Recommendation:

I would like to recommend the engagement letter for Financial Audit Services be awarded to Plodzik & Sanderson for fiscal year 2020, 2021 and 2022 as outlined in their letter dated March 3, 2020.

Budget Information:

The audit services are budgeted in FY21 in the amount of \$42,000 funded from:

General Fund	\$35,400 *
Sewer Fund	\$ 2,200
Water Fund	\$ 4,400

* Includes \$11,000 for potential single-audit

Bid Information:

I would like to recommend that the requirement to go out to bid for this service be waived so that we may continue using Plodzik & Sanderson as the Town Auditors. This proposal represents the same estimated fee as the last 3 fiscal years.

Plodzik & Sanderson (1)	
Fiscal Year 2020	\$31,000.
Fiscal Year 2021	\$31,000.
Fiscal Year 2022	\$31,000.

(1) These fees are estimates and the invoices will be based on actual time spent

Motion:

To waive the competitive bidding requirement as outlined in Town Code 98-1 (C) and to award the contract to Plodzik & Sanderson for Financial Audit Services for fiscal years ending June 30, 2020, 2021, and 2022 as outlined in the memo dated March 3, 2020 from Plodzik & Sanderson as recommended by the Finance Director and the Town Administrator.



RECEIVED

MAR 05 2020

TOWN OF HUDSON
SELECTMEN'S OFFICE

James A. Sojka, CPA*

Sheryl A. Pratt, CPA****

Michael J. Campo, CPA, MACCY

Scott T. Eagen, CPA, CFE

Donna M. LaClair, CPA**

Ashley Miller Klein, CPA, MSA

Tyler A. Paine, CPA****

Kyle G. Gingras, CPA

Ryan T. Gibbons, CPA, CFE

Derek M. Barton, CPA

Sylvia Y. Petro, MSA, CFE

* Also licensed in Maine

** Also licensed in Massachusetts

*** Also licensed in Vermont

March 3, 2020

To the Members of the Board of Selectmen
and Mr. Steve Malizia, Town Administrator
Town of Hudson
12 School Street
Hudson, NH 03051

Dear Members of the Board of Selectmen and Mr. Malizia:

We are pleased to confirm our understanding of the services we are to provide Town of Hudson for the fiscal year ended June 30, 2020, 2021, and 2022. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Town of Hudson as of and for the fiscal years ended June 30, 2020, 2021, and 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement Town of Hudson's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Hudson's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Town's Proportionate Share of Net Pension Liability
- 3) Schedule of Town Contributions - Pensions
- 4) Schedule of Town's Proportionate Share of Net Other Postemployment Benefits Liability
- 5) Schedule of Town Contributions - Other Postemployment Benefits
- 6) Schedule of Changes in the Town's Total Other Postemployment Benefits Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Hudson's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules
- 2) Individual Fund Schedules

PLODZIK & SANDERSON, P.A.
Certified Public Accountants

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Hudson's financial statements. Our report will be addressed to the Board of Selectmen of Town of Hudson. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Hudson's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.



Other Services

We will also provide the nonattest services as detailed in the attached addendum for Town of Hudson in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the services detailed in the attached addendum. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud; and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control; and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the nonattest services detailed in the attached addendum; oversee the services by designating, Ms. Kathy Carpentier, Finance Director, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Plodzik & Sanderson, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Plodzik & Sanderson, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.



Town of Hudson

March 3, 2020

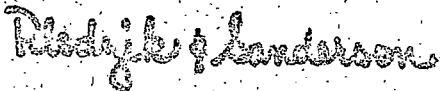
Page 4

We expect to begin our audit in August of year fiscal year and to issue our reports no later than 90 days after the completion of fieldwork. Mr. Michael J. Campo, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services is estimated to be \$31,000 for each of the fiscal years ended June 30, 2020, 2021, and 2022. These fees are approximate and will be billed based on actual time spent on the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Town of Hudson and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,



PLODZIK & SANDERSON
Professional Association

RESPONSE:

This letter correctly sets forth the understanding of Town of Hudson.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



Town of Hudson

Non-Attest Services Performed – for the periods ending June 30, 2020, 2021, and 2022

- Draft of the audited financial statements and related footnote disclosures.
- Trial balances for all funds trial balances and other conversion trial balances.
- Copies of our workpapers prepared for reporting purposes of the liabilities, deferred outflows and inflows of resources related to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, and GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which were prepared using the actuarial reports from the Town's contracted actuaries and State of New Hampshire actuaries.
- Completion of the State of New Hampshire's Form MS-535 which was prepared using the audited trial balance of the general fund.





TOWN OF HUDSON

Finance Department




Agenda
3-24-20

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603 881-3944

RECEIVED
MAR 09 2020
TOWN OF HUDSON
SELECTMEN'S OFFICE

To: Steve Malizia, Town Administrator

From: Kathy Carpentier, Finance Director 

Date: March 6, 2020

Subject: Credit Card Usage Policy and Credit Card Procedure

Please accept this request to be put on the Board of Selectmen's next agenda.

The Town had previously issued two bank credit cards, one to the Town Administrator and one to the Chief of Police, without a written policy or procedure. I have created a Credit Card Usage Policy to govern the use of the cards. I have also created a Credit Card Procedure so that the Town can show evidence that the cardholders understand the policy. These documents will become part of the Finance Policies and Procedures. I am asking the Board to formally adopt these documents.

Motion:

To adopt the Credit Card Usage Policy (FIN-004) and adopt the Credit Card Procedure (FIN-005) as recommended by Finance Director.

Town of Hudson, NH

Policies and Procedures

Credit Card Policy

Policy Number: FIN-004	Revision Number:
Approved By:	Last Revision Date:
Origination Date:	Review Frequency: As Needed

Purpose and scope:

The use of credit cards has proven to be a cost-effective method of obtaining supply and service items. The use of credit cards helps the Town be more accountable by providing detailed purchase histories and other important record keeping and time-saving information. Some travel and training costs may also be handled best through the credit card process. All benefits of Town credit cards will belong to the Town.

Credit cards will be provided to the Town Administrator and the Chief of Police and any other employees deemed necessary by the Town Administrator.

A. Use of the Credit Card

1. An employee will receive a unique card with "Town of Hudson" and his/her name on it. The Cardholder has the ability to make transactions on behalf of others. However, the Cardholder is responsible for all use of his/her card.
2. The credit card is to be used to conduct Town business only. The use of a Town credit card to acquire or purchase goods and services for other than official use of the Town is fraudulent use and may subject the employee to disciplinary action up to and including dismissal as specified in the Town's Personnel Policy and/or criminal prosecution. All purchases should adhere to the Purchasing Policy of the Town.
3. The Cardholder will retain vendor's receipts and/or records of telephone, Internet, and/or mail orders and file for future reconciliation of the credit card statement.

B. Unauthorized Credit Card Use

1. The credit card SHALL NOT BE USED for the following:

- a. Personal purchases or identification.
- b. Cash Advances through bank tellers or automated teller machines.
- c. Personal purchases or expenses with the intention of reimbursing the School District.

A Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Cardholder will also be subject to disciplinary action, which may include termination.

2. A Cardholder who makes unauthorized purchases with the credit card will receive a written warning on the first offense. A notation of misuse will be made in the Cardholders personnel file. Any subsequent offense may subject the employee to disciplinary action up to and including dismissal as specified in the Town's Personnel Policy and/or criminal prosecution.

DRAFT

Initial Reading:

03/24/2020

Town of Hudson, NH
Policies and Procedures

Credit Card Procedure

Policy Number: FIN-005	Revision Number:
Approved By:	Last Revision Date:
Origination Date:	Review Frequency: As Needed

For the credit card process to operate efficiently, a timely response to each of the elements of the procedure is required from those concerned.

Issuance of Credit Cards

1. The employee must sign documentation verifying agreement to the conditions of use.
2. The Town Administrator will determine the purchase authority of the employee and sign the enrollment form indicating approval.
3. The Finance Director will review the enrollment form and process for issuance of a credit card to the employee.

Making a Purchase

It is the Town's policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a credit card purchase the Cardholder will check as many sources of supply as reasonable to the situation to assure best price and delivery. The Cardholder should also ensure that the goods or services to be purchased are budgeted and allowable.

Cardholder Record Keeping

1. Whenever a credit card purchase is made either over-the-counter or by other means, documentation shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
2. When the purchase is made over-the-counter the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible for checking that the vender lists the quantity and fully describes the item(s) prior to the Cardholder signing the slip.

3. When the purchase is made on the Internet the Cardholder shall print a copy of the receipt and order confirmation before exiting the site.
4. When a purchase is made over the telephone the Cardholder shall have the vendor fax or email them a copy of the receipt.
5. When the purchase is made by mail the Cardholder shall retain all confirmations and shipping documentation.
6. When an item is returned the vendor shall issue the Cardholder a credit, which should appear on a subsequent statement. *Under no circumstances shall the Cardholder accept cash in lieu of a credit to the credit card account.*

Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder shall receive his/her monthly statement of account that will list the Cardholder's transactions for that period.
2. The Cardholder shall check each transaction and any shipping documents to verify the monthly statement. The original sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) for all items listed on the monthly statement **MUST** be neatly attached and submitted with the statement to Accounts Payable within **5 business days** of receiving the monthly statement.

Payment of Credit Card Purchases

1. The requesting Department will ensure that sufficient funds are encumbered to pay for anticipated purchases.
2. The Cardholder will reconcile the monthly statement received from the Credit Card Company with the receipts and sign. If an item is returned and a credit voucher received, the Cardholder shall verify that this credit is reflected on the monthly statement.
3. Accounts Payable will review the documents for correctness, charge the proper accounts, and process the statement for payment.

Cardholder Security

1. It is the Cardholder's responsibility to safeguard the credit card and account number to the same degree that a Cardholder safeguards his/her personal credit information. A violation of this trust will result in that Cardholder having his/her card withdrawn and disciplinary action.

2. If the card is lost or stolen the Cardholder shall immediately notify their Supervisor, the credit card company and the Finance Director. The Lost/Stolen Card Notification form should be filled out and given to the Finance Director.
3. A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be returned to the Finance Director to be destroyed.

Cardholder Separation

Upon termination of employment from the Town, the Cardholder shall surrender the credit card to the Finance Director. Upon receipt of the card, the card will be deactivated and destroyed. A cardholder who fraudulently uses the credit card after separation from the Town will be subject to legal action.

DRAFT

Initial reading 3/24/2020

Credit Card Enrollment Form

Card Receipt:

Card Type: _____ Card Number: _____

Cardholder's Name as it appears on the Card: _____

Cardholder's Signature: _____ Date: _____

Cardholder's Agreement

I will be expected to use the credit card issued to me as directed by the Town purchasing policy. Any such purchases made with my card will be considered to be made by me and my responsibility. I will be responsible for the safe keeping of the credit card issued to me and if lost, I will report its loss immediately to my supervisor, the credit card company and the Finance Director. I understand that my personal credit will not be affected by any use of the Town's credit card.

The use of the Town credit card to acquire or purchase goods and services for other than the official use of the Town is fraudulent use. An employee guilty of fraudulent use will be subject to disciplinary action, up to and including dismissal.

I have read, understand and agree to the conditions above:

Cardholder's Signature: _____ Date: _____

Lost/Stolen Card Notification

Cardholder's Name: _____ Card Number: _____

Please Check One:

Card was: Lost
 Stolen
 Other (Describe) _____

Describe how card was lost/stolen: _____

Was a police report filed (circle): Yes No

If yes: Department: _____
Report Number: _____

Cardholder Notified the Credit Card Company:

Date: _____

Time: _____

Cardholder's Signature: _____ Date: _____

Finance Director's Signature: _____ Date: _____



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051

Agenda
3-24-20



Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: March 11, 2020

Re: Proposal for Legal Services 2020-2021

Attached please find correspondence from Town Attorney David Lefevre offering to continue to serve as general legal counsel for the Town of Hudson for Fiscal Year 2021 (July 1, 2020 to June 30, 2021) for the current rate of \$145.00 per hour. All other terms remain the same as outlined in Attorney Lefevre's letter. It is my recommendation that the Board of Selectmen accept Attorney Lefevre's offer to continue to serve as the Town of Hudson's general legal counsel for Fiscal Year 2021. In my opinion, Attorney Lefevre has done an excellent job for the Town over the past five years. Attorney Lefevre is extremely knowledgeable regarding municipal law and has proved excellent legal advice to the Town in a very cost efficient manner. It is for those reasons that I recommend that the Board of Selectmen accept Attorney Lefevre's offer to provide legal services for the Town for Fiscal Year 2021. Should the Board of Selectmen concur with my recommendation, the following motion is appropriate:

Motion: To enter into a contract for legal services with the law firm of Tarbell & Brodich, PA for the period of July 1, 2020 through June 30, 2021 for the terms as specified in the Proposal for Legal Services 2020-2021 letter as prepared by Attorney David Lefevre.

Should you have any questions or need additional information, please feel free to contact me.


TARBELL
& BRODICH, PA
ATTORNEYS AT LAW

March 11, 2020

Board of Selectmen
Town of Hudson
12 School Street
Hudson, NH 03051

RECEIVED

MAR 11 2020

RE: Proposal for Legal Services 2020-2021

TOWN OF HUDSON
SELECTMEN'S OFFICE

Dear Chair and Members of the Board of Selectmen:

Please accept this letter as our proposal to continue to serve as general legal counsel for the Town of Hudson.

Tarbell & Brodich, P.A. proposes to continue to provide legal services to the Town at the present reduced rate of \$145.00 per hour, which is the same rate for all attorneys, will not vary between litigation and non-litigation services, and will not be increased after a certain number of hours. Non-attorney paralegal time will also be charged at the current reduced rate of \$60.00 per hour. As always, no retainer is requested. Fees for legal services will continue to be billed in increments of 1/10 of an hour and invoiced on a monthly basis.

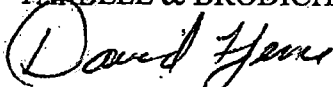
Routine overhead and expenses will not be billed to the Town. Out-of-pocket expenses such as filing fees, sheriff's service fees, registry recording fees, etc., will be billed to the Town and itemized separately on the monthly invoices, as would other non-typical costs such as excessive postage or copying charges. The Town would not be billed for travel time to and from Town offices or Court.

This proposal would be in effect for a period of one (1) year following the date of acceptance.

I would like to convey to the Selectmen my thanks for being given the opportunity to work for the Town over the past five (5) years, and I hope to continue to represent the Town in the future.

Sincerely,

TARBELL & BRODICH, P.A.



By: David E. LeFevre, Esq.

e-mail: dlefevre@tarbellpa.com

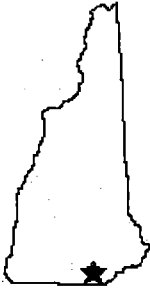
Eaton W. Tarbell, Jr.
Nicholas Brodich
Shane R. Stewart
Eaton W. Tarbell, III
Friedrich K. Moeckel*
David E. LeFevre
Mary A. Halcken-Phillips
Caroline K. Brown

All Attorneys admitted
in New Hampshire
or as otherwise designated.

*Also admitted in Massachusetts

Reply to:
Concord, NH Office
45 Centre Street
Concord, NH 03301

1-877-898-1135
603-226-3900 Tel
603-225-5398 Fax



TOWN OF HUDSON

Recreation Department

RECEIVED
MAR 19 2020
TOWN OF HUDSON
SELECTMEN'S OFFICE



8F

12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6008 • Fax: 603-816-1291

TO: Steve Malizia, Town Administrator
Board of Selectmen

FROM: Elvis Dhima, P.E.
Dave Yates

DATE: March 17, 2020

RE: Liberty Field Engineering Design Contract

The Board of Selectmen requested an engineering design of Liberty Field.

We advertised on the Union Leader and on the town website on February 14 2020. On February 26, 2020 we held a mandatory pre-bid meeting at the site and two parties attended that meeting. In addition, we sent the bid invitations to four different vendors. Our engineering estimate for these services was \$20,000.

On March 6, 2020 we received two bid as follows:

- | | |
|--|----------|
| 1. SFC Engineering, Windham, NH: | \$18,900 |
| 2. Wilcox & Barton, Inc, Londonderry, NH | \$18,500 |

Town Engineer, Public Works Director and Town Administrator interviewed both firms and they scored as follows:

SFC Engineering, Windham, NH:	75/75
Wilcox & Barton, Inc, Londonderry, NH	69/75

The interview committee's recommendation to the BOS is to approve this contract for engineering assessment services to SFC Engineering.

Motion:

To approve the contract for Engineering Design Services for the Liberty Field to SFC Engineering, for the amount of, not to exceed \$18,900, using Account #: 2050-182.

SFC	Town Engineer	Town Administrator	DPW Director
	Elvis Dhima	Steve Malizia	Jess Forrence
Engineers's history and resource capability to perform required services.	5	5	5
Recent and related experience in similar project.	5	5	5
Engineer's understanding of the existing conditions.	5	5	5
Engineer's understanding of project approach and process.	5	5	5
Schedule and project completion	5	5	5
Total (Weighted)	25	25	25

* Rate Factor of 1 to 5 , 5 being the best



TOWN OF HUDSON
Office of the Town Administrator
12 School Street
Hudson, New Hampshire 03051



Agg
3-24-20

Stephen A. Malizia, Town Administrator – smalizia@hudsonnh.gov – Tel: 603-886-6024 Fax: 603-598-6481

To: Board of Selectmen

From: Steve Malizia, Town Administrator

Date: March 11, 2020

Re: Nomination and Appointment – Board of Selectmen Chairman and Vice-Chairman

The Board of Selectmen need to nominate and appoint a Chairman and Vice-Chairman for the upcoming year. The following motions are appropriate:

Motion: To nominate Selectman _____ as Chairman of the Board of Selectmen.

Motion: To nominate Selectman _____ as Vice-Chairman of the Board of Selectmen.

Motion: to close the nominations and appoint _____ as Chairman of the Board of Selectmen.

Motion: To close the nominations and appoint _____ as Vice-Chairman of the Board of Selectmen.

Should you have any questions or need additional information, please feel free to contact me. Thank you.